

# Adjutant General's Department

5/7/2013

## YOUR DIRECT LINK TO State Vacancies

POST &/or  
Distribute

- Postings have a direct link to the On-line Kansas job site where the job description and application information is provided.
- **APPLICATIONS MUST BE RECEIVED BY THE CLOSING DATE FOR CONSIDERATION.**
- All positions require a security check.
- Wages listed on the website are the minimum starting wages & do not reflect present employee promotion or transfer pay rates.

<i>Open to:</i> 1-Present State employees of TAG Dept                      2-All State employees'                      3-Public					
<u>Location</u>	<u>*Open</u>	<u>Position</u>	<u>Title</u>	<u>Department</u>	<u>Closing Date</u>
Ft. Riley	1,2,3	Unclassified Full-time	<b>NEW Senior Maintenance Manager</b> <a href="https://www.da.ks.gov/ps/pub/reginfo.asp?id=174490">https://www.da.ks.gov/ps/pub/reginfo.asp?id=174490</a>	RSMS	May 31, 2013
Ft. Riley	1,2,3	Unclassified Full-time	<b>NEW Material Handler</b> <a href="https://www.da.ks.gov/ps/pub/reginfo.asp?id=174495">https://www.da.ks.gov/ps/pub/reginfo.asp?id=174495</a>	RSMS	May 12, 2013

To view online announcements directly from the electronic document, press control and click on the blue web link provided, or cut and paste the link into your browser's address bar. Complete position descriptions are available for all jobs from SHRO. You may also visit [www.jobs.ks.gov](http://www.jobs.ks.gov) and search by vacancy number for positions open to categories 1,2,3.

### **NEW Senior Maintenance Manager** **Readiness Sustainment Maintenance Site, Ft. Riley, KS**

**Requisition # 174490 – Closes May 31, 2013** - Full time, unclassified with benefits, state position, this is a salaried position with a salary range starting at \$2,158.40 to \$3,057.48 per two weeks commensurate with experience. Normal work hour are Monday thru Friday between 6:00 AM and 3:00 PM but position may require additional work hours. All application must be received by the closing date of 5/31/2013.

**Job Description:** Manage the Readiness sustainment Maintenance Site at Ft. Riley and Salina, KS. Responsible for ensuring a safe work environment and efficient work practices, with the goal of meeting production goals. Directs the activities of a variety of employees engaged in trades and skills necessary to repair military vehicles and equipment. These skills include automotive mechanics, electronics repairmen, welders, metal workers and other similar trades. This involves implementing personnel schedule variations, maintaining acceptable equipment availability, administering discipline and related labor relations and general administrative functions. Insures that schedules, manpower, tools, supplies and support equipment are sufficient and available to meet set performance goals. Establishes and maintains procedures and policies to insure compliance with appropriate safety and environmental guidelines. Evaluates work progress by examining production, evaluating costs and personnel utilization records. Seeks solution by using evaluations to reduce cost, increase personnel productivity and eliminating ineffective practices. Develops quality control standards and checks for compliance by examining inspection reports, screening customer comments and making frequent on-site visits to work centers.

**Minimum and Preferred Qualifications:** Position requires a Bachelor's Degree or one hundred twenty (120) hours from an accredited institution. Completion of one (1) year of logistics or maintenance management training at an Army, Department of Defense or civilian equivalent school, five (5) years vehicle maintenance management experience and one (1) year supervisory experience. Incumbent must possess working knowledge of International Organization for Standardization (ISO) processes and procedures. Selected individual must also be knowledgeable in gaining, maintaining and recertifying ISO certification. Must be able to acquire training and attain a basic understanding of military maintenance operations or past experience in working with military entities is beneficial.

The ideal candidate will have:

- Knowledge of vehicular maintenance operations and preventative maintenance procedures.
- Experience in personnel development, work prioritization, and overtime distribution.
- Thorough knowledge of budgetary principals, supply and tool accountability and logistics management
- Ability to make decisions rapidly and under pressure and effectively deal with availability of labor and equipment constraints.

**To Apply:** Register your Personal Data and Apply online at [www.jobs.ks.gov](http://www.jobs.ks.gov) **OR** contact  
SHR, Adjutant General's Dept., 2722 SW Topeka Blvd, Topeka, KS 66611.

**Stephanie Burdett: 785-274-1460      Janice Harper: 274-1386      Jo Boswell: 274-1391**

**NOTE:** On-line application and listing of other State Vacancies are available on the Internet, [www.jobs.ks.gov](http://www.jobs.ks.gov)

- Outstanding verbal and written communications skills

**PLEASE NOTE:** In order to be qualified for this and any position with the Kansas Adjutant General's Department, the applicant MUST MEET THE MINIMUM QUALIFICATIONS for the position. These qualifications MUST BE IDENTIFIED on the application/resume. Failure to include the minimum qualifications on the application/resume may result in disqualification and the applicant will not be considered for the position.

**IMPORTANT:** Must have a valid driver's license and the ability to obtain and maintain a Department of Defense Secret Security Clearance.

**How to Apply:** The application process has 4 STEPS.

**STEP 1:** Register by completing the online Personal Data Form at <http://da.ks.gov/ps/aaa/recruitment/jobsteps.htm> (Skip this step if you already have an Applicant ID number.)

**STEP 2:** Complete the official State of Kansas application form at <http://da.ks.gov/ps/aaa/recruitment/intro.htm>

**STEP 3:** Submit your online application to The Adjutant Generals Department. You may also submit a paper copy of your State of Kansas Employment Summary to: The Adjutant Generals Department, State Human Resource Office, 2800 SW Topeka Blvd, Topeka, KS 66611-1220.

**STEP 4:** Submit additional documents such as cover letters, resumes, transcripts, and/or certifications by e-mailing them to [janice.l.harpe5.nfg@mail.mil](mailto:janice.l.harpe5.nfg@mail.mil). Include your name and job requisition number on all correspondence when submitting documents. Contact Janice Harper (785) 274-1386 or Stephanie Burdett (785) 274-1460 for additional information. Your application will be considered incomplete and you may be found ineligible if you fail to submit the required documentation by the closing date of the vacancy announcement. Please reference Job Posting #174490. The Adjutant General's Department is an Equal Opportunity Employer.

#### Required Documents:

- State of Kansas Application Form: Send to Adjutant General's Department (Can be submitted on-line or as a paper application and must be received prior to the closing date of the job posting.)
- Kansas Tax Clearance Certificate (Must be received within two business days after the job post closing.)
- Declaration of Employment Form: The information collected on this form is used to determine your acceptability for employment and your ability to obtain and maintain the appropriate security clearance status. The form can be accessed using the following internet link: [http://www.kansastag.gov/AdvHTML/Upload/files/TAG%20306\(1\).pdf](http://www.kansastag.gov/AdvHTML/Upload/files/TAG%20306(1).pdf) (Must be received prior to the closing date of the job posting.)
- Not required but preferred: Cover Letter, Resume and Academic Transcripts may be sent to Janice Harper, [janice.l.harpe5.nfg@mail.mil](mailto:janice.l.harpe5.nfg@mail.mil)

## **NEW Material Handler Readiness Sustainment Maintenance Site, Ft. Riley, KS**

**Requisition # 174495 – Closes May 12, 2013** - Full time, unclassified with benefits, state position, \$13.61 per hour. Standard 40 hour work week scheduled Monday thru Friday between 6:00 a.m. and 3:00 p.m. All application must be received by the closing date of 5/12/2013.

**Job Description:** Operates, gas, diesel and electric powered cranes, forklifts and jacks with capacities of 15,000 pounds. Loads, unloads shipments that contain a wide variety of supplies and specialized items requiring special handling. Insures received items are properly accounted for, stored in correct locations without damage to items, and also rotates stock to ensure first in first out concept is adhered to.

**Minimum and Preferred Qualifications:** Requires one year of experience and/or training in warehousing, including operating warehousing equipment such as gas, diesel & electric powered cranes, forklifts & jacks, etc.

**PLEASE NOTE:** In order to be qualified for this and any position with the Kansas Adjutant General's Department, the applicant MUST MEET THE MINIMUM QUALIFICATIONS for the position. These qualifications MUST BE IDENTIFIED on the application/resume. Failure to include the minimum qualifications on the application/resume may result in disqualification and the applicant will not be considered for the position.

**IMPORTANT:** Must have a valid driver's license and the ability to obtain and maintain a Department of Defense Security Clearance.

**How to Apply:** The application process has 4 STEPS.

**STEP 1:** Register by completing the online Personal Data Form at <http://da.ks.gov/ps/aaa/recruitment/jobsteps.htm> (Skip this step if you already have an Applicant ID number.)

**STEP 2:** Complete the official State of Kansas application form at <http://da.ks.gov/ps/aaa/recruitment/intro.htm>

**STEP 3:** Submit your online application to The Adjutant Generals Department. You may also submit a paper copy of your State of Kansas Employment Summary to: The Adjutant Generals Department, State Human Resource Office, 2800 SW Topeka Blvd, Topeka, KS 66611-1220 or submit a State of Kansas Employment Application to K. Noel, 1545 G Street, RSMS-Camp Funston, Fort Riley, Kansas 66442, 785-239-8891.

**STEP 4:** Submit additional documents such as cover letters, resumes, transcripts, and/or certifications by e-mailing them to [janice.l.harpe5.nfg@mail.mil](mailto:janice.l.harpe5.nfg@mail.mil). Include your name and job requisition number on all correspondence when submitting documents. Contact Janice Harper (785) 274-1386 or Stephanie Burdett (785) 274-1460 for additional information. Your application will be considered incomplete and you may be found ineligible if you fail to submit the required documentation by the closing date of the vacancy announcement. Please reference Job Posting #174495. The Adjutant General's Department is an Equal Opportunity Employer.

++SHR, Adjutant General's Dept., 2800 SW Topeka Blvd, Topeka, KS 66611, (785) 274-1391 or 1392.

**To Apply:** Register your Personal Data and Apply online at <http://da.state.ks.us/ps> OR Submit a completed State of KS Employment Summary & Personal Data Form to the Contact indicated.

**NOTE:** Listing of other State Vacancies are available on the Internet, <http://da.state.ks.us/ps>.

**Required Documents:**

- State of Kansas Application Form: Send to Adjutant General's Department (Can be submitted on-line or as a paper application and must be received prior to the closing date of the job posting.)
- Kansas Tax Clearance Certificate (Must be received within two business days after the job post closing.)
- Declaration of Employment Form: The information collected on this form is used to determine your acceptability for employment and your ability to obtain and maintain the appropriate security clearance status. The form can be accessed using the following internet link: [http://www.kansastag.gov/AdvHTML\\_Upload/files/TAG%20306\(1\).pdf](http://www.kansastag.gov/AdvHTML_Upload/files/TAG%20306(1).pdf) (Must be received prior to the closing date of the job posting.)
- Not required but preferred: Cover Letter, Resume and Academic Transcripts may be sent to Janice Harper, [janice.l.harper5.nfg@mail.mil](mailto:janice.l.harper5.nfg@mail.mil)

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Submit a completed State of KS Employment Summary & Personal Data Form to the Contact indicated.

**NOTE:** Listing of **other State Vacancies** are available on the Internet, <http://da.state.ks.us/ps>.